

Message Text

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P 310001Z MAY 75

FM SECSTATE WASHDC

TO CP PENDLETON

FT CHAFFEE

EGLIN AFB

INDIANTOWN GAP

AM RED CROSS HQS WASHDC

TRAVELERS AID-INTERNATIONAL

SOCIAL SVCS 345 EAST 46TH ST

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MIL FOR CIVIL COORINATORS

E.O. 11652: N/A

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SUBJECT: UNIFORM REFUGEE TRAVEL CONTROL PRO-
CEDURES

1. INTRODUCTION. TRAVEL OF REFUGEES FROM RECEPTION CEN-
TERS TO RESETTLEMENT LOCATIONS HAS NOT YET PRESENTED MAJOR
PROBLEMS. AS THE RATE OF OUTPROCESSING INCREASES, HOWEVER,
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UNIFORM CONTROL PROCEDURES WILL BE NEEDED GOVERNING ALL

ASPECTS OF REFUGEE TRAVEL WITHIN THE UNITED STATES. THESE PROCEDURES WILL ALSO APPLY TO TRAVEL FROM RECEPTION CENTERS TO MAJOR INTERNATIONAL AIRPORTS, E.G., KENNEDY INTERNATIONAL, OF REFUGEES WHO ARE GOING TO THIRD COUNTRIES UNDER INTERNATIONAL COMMITTEE FOR EUROPEAN MIGRATION (ICEM) AUSPICES. FOLLOWING ADVANCE COORDINATION, TRAVEL CONTROL OF THE REFUGEE PARTY WILL REVERT TO ICEM AT SUCH INTERNATIONAL TRANSIT POINTS.

2. THE FOLLOWING REFUGEE TRAVEL CONTROL PROCEDURES ARE BASED UPON TASK FORCE FIELD EXPERIENCE TO DATE AND SUGGESTIONS MADE BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION. THEY ENTAIL TWO ESSENTIAL ELEMENTS;

A. RECEPTION CENTER RESPONSIBILITY FOR PLANNING, ARRANGING- MONITORING EN ROUTE, AND CONFIRMING THE COMPLETION OF ALL REFUGEE TRAVEL;

LINE AND THE AMERICAN RED CROSS/TRAVELLERS AID TO ENSURE ADEQUATE CONTROL AND CARE OF REFUGEES DURING THEIR TRAVEL.

3. ESTABLISHMENT OF A CENTRAL TRAVEL CONTROL UNIT AT EACH CENTER. THE TRAVEL CONTROL UNIT IS THE FOCAL POINT FOR CARRYING OUT THE RECEPTION CENTER'S ACTION RESPONSIBILITY AS OUTLINED IN PARAGRAPH 2(A) ABOVE.

THE UNIT WILL:

A. UTILIZE SCHEDULED AIR, BUS AND TRAIN LINES, CHARTERED AIRCRAFT AND BUSES AS DESIRED, AND PRIVATELY OWNED VEHICLES PROVIDED BY SPONSORS AND VOLUNTEER GROUPS; FULL-CAPACITY CHARTERED AIRCRAFT IS MORE ECONOMICAL TO THE USG.

B. PLAN COMPLETE TRAVEL ITINERARIES.

C. FURNISH TICKETS WHICH WILL BE ISSUED BY AIRLINES PERSONNEL WHO ARE LOCATED IN THE TRAVEL UNIT.

D. ARRANGE FOR RED CROSS/TRAVELLERS' AID REPRESENTATIVE TO MEET REFUGEE AT INITIAL DEPARTURE TERMINAL AND UNCLASSIFIED

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ESCORT HIM TO DEPARTURE GATE OR WAITING AREA;

E. NOTIFY SPONSOR BY TELEPHONE OR TELEGRAM REGARDING REFUGEE'S ITINERARY AND ETA IN ADVANCE OF LATTER'S DEPARTURE;

F. REQUEST RED CROSS/TRAVELLERS' AID REPRESENTATIVES (ONE REPRESENTATIVE OF EACH ORGANIZATION WILL BE ASSIGNED

TO EACH TRAVEL UNIT) TO INFORM THEIR PERSONNEL AT TRANSIT POINTS IN ADVANCE BY TELEPHONE REGARDING REFUGEE'S ITINERARY.

G. ARRANGE IN ADVANCE TO RECEIVE FROM VOLAG REP AT POINT OF DESTINATION POSITIVE TELEPHONIC CONFIRMATION OF ARRIVAL UPON COMPLETION OF REFUGEE'S TRAVEL AND MAKE APPROPRIATE NOTATION ON REFUGEE'S FILE.

H. BRIEF REFUGEE IN HIS NATIVE LANGUAGE ON SAFEKEEPING OF TICKETS AND IMPORTANT DOCUMENTS, AND BAGGAGE AND HAND-LUGGAGE REGULATIONS. PROVIDE REFUGEE WITH A TRAVEL CARD BEARING HIS NAME, ITINERARY, THE NAME OF HIS VOLAG AS WELL AS HIS SPONSOR AND THE LATTER'S ADDRESS AND TELEPHONE NUMBER. THIS TRAVEL CARD IS NEEDED TO FACILITATE THE WORK OF RED CROSS/TRAVELLER'S AID PERSONNEL IN MAINTAINING

EFFECTIVE CONTROL OVER THE REFUGEE'S TRAVEL THROUGHOUT HIS JOURNEY. IT IS ESPECIALLY NEEDED IN CASES WHERE THE ITINERARY HAS TO BE CHANGED EN ROUTE BECAUSE OF FLIGHT

DELAYS, MISSED FLIGHTS OR CANCELLATION OF FLIGHTS.

I. DESIGNATE TRAVEL PARTY LEADER FOR GROUPS OF OVER THREE REFUGEES. (ENGLISH-SPEAKING PERSON, IF POSSIBLE).

J. PROVIDE TRAVEL POCKET MONEY, IF REQUIRED.

MOVEMENT FROM RECEPTION CENTER TO DEPARTURE TERMINAL.

A. TRAVEL BY CHARTERED BUS OR OTHER APPROPRIATE

MEANS.
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B. RED CROSS/TRAVELLERS' AID OR VOLAG ESCORT WHENEVER POSSIBLE.

5. CONTROL AND MOVEMENT AT DEPARTURE TERMINAL.

A. RED CROSS/TRAVELLERS' AID REPRESENTATIVE MEETS AND BOARDS BUS AT AIRPORT, CHECKS NAME, AND TICKETS, OFF-LOADS PASSENGERS AT APPROPRIATE CHECK-IN POINTS. AIRLINES EMPLOYEES ASSIST WITH CHECK-IN.

B. RED CROSS/TRAVELLERS' AID REPRESENTATIVE TELEPHONES COUNTERPART REPRESENTATIVE AT ANY TRANSIT POINT AND CONFIRMS DEPARTURE OF REFUGEES AND ETA.

6. CONTROL AND MOVEMENT AT TRANSIT POINTS. SAME BASIC PROCEDURES IN FORCE AND CARRIED OUT BY RED CROSS/TRAVELLERS' AID PERSONNEL AS AT DEPARTURE TERMINAL.

7. ALTERNATE ARRANGEMENTS IN THE EVENT OF MISSED, DELAYED OR CANCELLED SCHEDULES EN ROUTE.¹

-. UPON NOTIFICATION OF THE RED CROSS/TRAVELLERS' AID REPRESENTATIVE, TRANSPORTATION COMPANY PERSONNEL RE-ISSUE TICKETS IF NECESSARY AND RE-BRIEF REFUGEE AND RED CROSS/TRAVELLERS' AID REPRESENTATIVE ON REVISED ITINERARY.

B. RED CROSS/TRAVELLERS' AID REP WILL THEN NOTIFY COUNTERPARTS AT TRANSIT OR DESTINATION POINT AS WELL AS SPONSOR ABOUT TRAVEL CHANGES BY TELEPHONE.

C. TRANSPORTATION COMPANY AND RED CROSS/TRAVELLERS' AID REP ARRANGE, AS REQUIRED, TO CARE FOR TRAVELLERS DURING INTERIM PERIOD, TO INCLUDE FOOD, LODGING, AND MEDICAL

ATTENTION.

D. EXPENSES INCURRED IN SUCH INSTANCES (OTHER THAN PERSONAL SERVICES) WILL BE PAID FOR IN CASH BY THE RED CROSS/TRAVELLERS' AID REPRESENTATIVE. THE IATF WILL ARRANGE FOR UNCLASSIFIED

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REIMBURSEMENT IN ACCORDANCE WITH PROCEDURES WHICH HAVE BEEN AGREED UPON IN DISCUSSIONS WITH THE NATIONAL HEAD-QUARTERS OF THE TWO ORGANIZATIONS.

8. ARRIVAL OF REFUGEE AT DESTINATION (RESETTLEMENT LOCATION).

A. MET BY VOLAG REP AND SPONSOR.

B. VOLAG REP IMMEDIATELY TELEPHONES OR TELEGRAPHS RECEPTION CENTER TRAVEL UNIT AND POSITIVELY CONFIRMS REFUGEE'S ARRIVAL.

9. SPECIAL ARRANGEMENTS AND FACILITIES FOR REFUGEES AT MAJOR TERMINALS.

A. IATF WASHINGTON WILL COORDINATE WITH AMERICAN RED CROSS/TRAVELLERS' AID HEADQUARTERS, PORT AUTHORITIES AND AIRLINES TO REQUEST FOLLOWING SPECIAL FACILITIES AT PRI-

MARY DEPARTURE TERMINALS NEAR THE RECEPTION CENTERS --

LOS ANGELES (PENDLETON),
ATLANTA (EGLIN),
HARRISBURG (INDIANTOWN GAP),
KANSAS CITY/DALLAS-FT. WORTH (CHAFFEE)

RESPECTIVE RECEPTION CENTER TRAVEL UNITS SHOULD FOLLOW UP.
(IATF WILL ALSO REQUEST SAME FACILITIES AT PROBABLE MAJOR
TRANSIT AND ARRIVAL AIRPORTS -- O'HARE, DULLES,
WASHINGTON NATIONAL, LA GUARDIA, KENNEDY:

1. LIMITED ACCESS WAITING ROOM OR AREA CO-LOCATED
WITH RED CROSS/TRAVELLERS' AID REP.
2. EASY ACCESS TO TOILETS.
3. FIRST-AID FACILITIES.
4. WATER, SOFT DRINKS, SNACKS, DIAPERS, BABY FOOD AND
CRIBS.

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B. VOLUNTEER VIETNAMESE LANGUAGE INTERPRETERS WHERE
AVAILABLE.

10. SPECIAL INSTRUCTIONS. AIRLINES MAY ALREADY HAVE

CONTACTED YOU WITH REGARD TO THE STATIONING OF TICKET
ISSUING PERSONNEL IN YOUR TRAVEL UNIT. RED CROSS/
TRAVELLERS' AID WILL CONTACT YOU BY JUNE 2ND. REQUEST YOU
PROVIDE APPROPRIATE OFFICE SPACE AND EQUIPMENT AS WELL AS
NECESSARY TELEPHONE FACILITIES .

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